



Hong Kong, China Table Tennis Association

Sports Executive (Part Time)

Duties and Responsibilities:

1. Provide administrative support to senior staff.
2. Assist in planning, executing, and providing logistical support for development programs.
3. Prepare budgets and reports for events.
4. Liaise with the Hong Kong Sports Institute, Leisure & Cultural Services Department, and other organizations regarding funding, venue bookings, and related matters.
5. Collaborate with coaching teams at the Hong Kong Sports Institute and other coaches to enhance the talent identification program.
6. Work with relevant committees of the Association for the development of the sport.
7. Assist in promotions by producing publicity materials.
8. Attend meetings and serve as secretary when required.

Qualifications:

1. An accredited Associate Degree from a Hong Kong tertiary institution, a Higher Diploma from a Polytechnic University, or equivalent from the Hong Kong Institute of Vocational Education.
2. At least 1 year of experience in the sports and related industry is preferred.
3. Proficiency in written and spoken English and Chinese.
4. Fast Chinese word processing skills; knowledge of Putonghua is preferred.
5. Strong PC skills, including MS Word, Excel, and PowerPoint.
6. Familiarity with social media platforms, Photoshop, Illustrator, Canva, or 3D software is an advantage.
7. Immediate availability is preferred.

What We Offer:

A three-month contract period with HK\$135 hourly rate. Contract renewal is subject to request.

How to Apply:

Apply in writing by sending e-mail with cover letter, full resume, present & expected salary to: recruit@hkta.org.hk on or before **28 July 2025**.

Please mark "Application for Sports Executive (Part-time)" on the email subject.

(All information provided will only be used for recruitment related purpose.)

**This post is subvented by the Leisure & Cultural Services Department*

**Successful candidates must consent to undergoing the Sexual Conviction Record Check.*